



Part of the
RLT RIVER
LEARNING
TRUST

Wolvercote Primary School

Teaching Assistant Application Pack





Our Vision and Values



OUR VISION

The community of Wolvercote school work together to achieve our values of being kind and respectful, responsible and an active learner.

In our school you will see a love of learning, a passion for creating and a culture of caring.



Creating our Vision:

We worked with all our stakeholders; children, parents, staff and Governors to decide on the three words that best described the type of person we wanted our children to be when they grew up. The top choices were creative, caring and lifelong learners. As a team we put these words together with our school values to create the vision for our school. Every member of the school community has a responsibility to uphold our values

What makes our children proud of our school:

We asked the children what made them proud of their school and this is what they said:

Everyone is kind and respectful.
Students are happy.
Our curriculum.
The atmosphere
Our House Teams

How friendly it is.
How safe school is.
The teachers.
The library.
Stanley - the school dog!

The learning we do.
Having our voices heard.
The sports we do.
The PTA





January 2026

Dear Prospective Candidate,

RE: Teaching Assistant Post

We are delighted that you are interested in finding out more about Wolvercote Primary School. Our website will help you to discover information about the school and you are welcome to phone to have a discussion or to ask questions. We believe that the best way to get a feel for the school is to arrange a visit and we encourage prospective candidates to do this.

A visit provides us with a chance to talk more informally and also for you to get a sense of the atmosphere and values of the school. When looking around the school, we hope that the energy and excitement for learning would come across from the children, and the friendliness and team spirit would be evident from the staff. We pride ourselves on being a supportive and caring school, committed to bringing out the best in everyone - children and adults alike.

We are looking for a committed and enthusiastic TA. This role will involve working closely with the class teacher to support the children in their learning. It will also involve helping children with special educational needs (SEND). Mentoring and support is offered to new staff and there is the opportunity for further training with a range of SEND training courses. This role will also include time to work with small groups of children with SEND or emotional needs. Part of this role will involve managing a child's medical needs.

The school enjoys the unique mix of a vibrant village community whilst being situated in North Oxford with all the opportunities the city can offer. We value outdoor creative learning and regularly visit the Oxford museums, Port Meadow and the local woods for Forest School. We have a strong values-based ethos and aim to create a happy and supportive environment for all. Music and the Arts feature strongly in the school.

The school is part of the River Learning Trust <http://www.riverlearningtrust.org/>. The Trust is committed to providing excellent career opportunities: CPD and staff wellbeing feature regularly in conversations between the schools and the central team. At Wolvercote, we enjoy the opportunities of working closely with a diverse range of schools which is of benefit to both our staff and children.

We take teacher and teaching assistant development seriously and provide opportunities for learning and leadership within the school and the Trust. We are committed to supporting workload and wellbeing and are always looking at ways to help staff to maintain a healthy balance in their lives. Teachers and teaching assistants work closely together, and the atmosphere is supportive with ideas and advice freely shared.

Wolvercote School is an energetic and fun place to work. Parents and governors are very involved and supportive of the school and together we all strive to provide the very best education we can for the children.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Hayes'.

Mandy Hayes(Headteacher)



Wolvercote Primary School Job Description

TA

Job Title	Teaching Assistant
Reports To	Key Stage Coordinator
Salary	Grade 4 FTE £25,185.00 - £25,584.00 Actual £14,268.01 - £14,494.05
Hours	25 hrs 4 days a week 8:30 – 15:15 - To be discussed at Interview ½ break for lunch Term time only

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher and the Key Stage Coordinator. They will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Job Purpose

To work in Early Years Foundation Stage, Key Stage 1 or 2 under the instruction/guidance of teaching staff or Key Stage Coordinator to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

This role also includes working for ½ hr each lunchtime to provide lunch supervision.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Duties

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Support pupils on a 1:1 basis



- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed

Support for Curriculum

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

Support for School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Health and Safety

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Safeguarding

Wolvercote Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and



young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification for TA Post

	Essential	Desirable
Qualification & Experience	<ul style="list-style-type: none"> GCSE in Maths & English (Grade C or above) or NVQ 2 or equivalent Participation in personal development and training opportunities Some experience of supporting in schools 	<ul style="list-style-type: none"> A Levels or NVQ 3 or equivalent Experience of working with children with special educational needs
Knowledge & Skills	<ul style="list-style-type: none"> Ability to relate well to children and adults Ability and willingness to work collaboratively and supportively within a team Ability to be self-reflective Uses effective strategies to promote positive behaviour Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> Good understanding of the EYFS and National Curriculum Understanding of relevant policies/codes of practice and awareness of relevant legislation Appropriate ICT skills to support learning Ability to provide constructive feedback on pupils' progress
Other	<ul style="list-style-type: none"> Sense of humour Ability to be flexible Resilient Calm under pressure Proactive approach to resolving problems Good organisational and time management skills 	<ul style="list-style-type: none"> Willingness to work in the breakfast club or after school club